



# RECORDS RETENTION SCHEDULE

EDUCATION PROFESSIONAL STANDARDS BOARD

Schedule Date: April 1981

Change Date: December 2000



Prepared by  
**STATE RECORDS BRANCH**  
Public Records Division  
Kentucky Department for Libraries and Archives

## RECORDS RETENTION SCHEDULE

### Signature Page

Education Professional Standards Board

April 1981

Agency

Schedule Date

December 2000

Unit

Change Date

12/14/2000  
Date Approved by Commission

\*\*\*\*\*

### APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

[Signature]  
Agency Head

TH

12-5-00

Date of Approval

[Signature]  
Agency Records Officer

12/4/00

Date of Approval

[Signature]  
State Archivist and Records Administrator  
Director, Public Records Division

12/14/2000

Date of Approval

[Signature]  
Chairman, State Archives and Records Commission

12/14/00

Date of Approval

\*\*\*\*\*

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

[Signature]  
Records Analyst/Regional Administrator

12/4/2000

Date of Approval

[Signature]  
Appraisal Archivist

12/4/2000

Date of Approval

[Signature]  
State/Local Records Branch Manager

12/4/2000

Date of Approval

\*\*\*\*\*

The determination as set forth meets with my approval.

[Signature]  
Auditor of Public Accounts

Date of Approval

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

**Schedule Date:** April 01, 1981

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Governor's Office  
Education Professional Standards Board

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
02500	Teacher Certification Folder - (May include application; transcript; teacher certificate; application for renewal; emergency certificates) (C) KRS 61.878 (1) (a) Change Date: 6/1/1988 (V)	This record documents that teachers have met every requirement to teach in the accredited school systems of Kentucky. Included in this record are the test scores of the National Teacher Exam; application for certification; college transcript; teacher certificate; application for renewal of certification; related correspondence; emergency certification with full commitment (to complete required programs). As long as a teacher is actively teaching, the files are referred to constantly. However, upon notification of death, usually by the local school district or Teacher's Retirement System, there is very little if any reference to a teacher's certification file. All of the necessary information from that folder is filed on the Certification Card File (03263). National Teacher Exam scores are valid for only four years, transcripts are on file at the schools and universities, etc. Folders of inactive teachers and retired teachers are included in these files.	Series contains: Vocational Education teachers test scores; National Teachers exams; application for certification; college transcript; teacher certification; application for renewal of certification; related correspondence; emergency certification with full commitment (to complete required programs)	Agency: 1	Records Center:	Archives Center:
				Destroy one year after notification of death		
02501	College and University Teacher Preparation Program Approval File Change Date: 12/1/1985	This series documents the official teacher preparation programs from the Kentucky colleges and universities that have been approved by the State Board of Education as meeting state guidelines for corresponding certification. Also, included are the evaluation/accreditation reports and self-studies arranged in the order of each college's accreditation cycle. These cycles include national accreditation visits as well as state accreditation visits. These records are used as a basis for scholarly research. This office provides a central location for this research. This record is also used to validate an individual's right to accreditation on the basis of courses formerly taken.	Series contains: Teaching program; program sequence to qualify the majors, minors; certification	Agency: 5	Records Center:	Archives Center: P
				Transfer to the State Archives Center		
03263	Certification Card File Closed Date: 1/1/1988 Change Date: 3/8/1990	Closed Series: This series documents, in summary form, the key elements of the Teacher Certification Folder (02500). It is the certification listing of active and inactive teachers, their social security number, date of certification, name of school he/she is teaching in, expiration date, rank, and Position School Disposition. It has served as a reference tool. Prior to May 1987, this information was put on computer cards. The information has been input into a computer system and is updated and referenced daily. This series is referenced only if it appears an error has been made regarding the information that has been keyed into the computer, such as a social security number.	Series contains: Name, social security number, address, rank, name of school, certificate type, expiration date, position school disposition, date of certification	Agency: 1	Records Center: 2	Archives Center:
				Transfer to the State Records Center when information is entered into the Certification File (03267)		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Governor's Office  
Education Professional Standards Board

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03264	Trades and Industry Certification Policies Closed Date: 12/31/1967 Change Date: 6/1/1988 (V)	This series documents the policies and requirements that allowed teachers to teach with this type of certification. These policies and statements were used to certify teachers between the years of 1936-1967. There are still some who are teaching under the Trades and Industry Certification Policies. These policy statements are the only proof that those teachers met certification requirements for that time period and allows them to remain eligible to teach until they quit, retire or die. Unfortunately, this certificate is not recognized by the Teacher's Retirement System. A decision has not been made as to whether to include these teachers into the Teacher's Retirement System should they desire that, as opposed to the Kentucky Retirement System.	Series contains; Policies, letters and documents that specify certification requirements	Agency: 50  Destroy	Records Center:	Archives Center:
03265	Beginning Teacher Internship Program Records (C) KRS 61.878 (1) (g) (V)	The State Board of Education, in compliance with a legislative mandate, established the teacher testing and internship program. Effective 1/1/87, a candidate, after completing an approved teacher preparation program, must pass the National Teacher's Examinations and successfully complete the one-year beginning teacher internship program to qualify for certification. Applicants for initial teacher certification are required to achieve a passing score on both the NTE Core Battery tests and on the appropriate NTE Specialty Area test (where applicable) of the NTE prior to applying for initial teacher certification. The NTE Core Battery consists of 3 tests: Communication Skills, General Knowledge, and Professional Knowledge. The General Assembly directed the Board of Education to require that every teacher seeking initial certification take a professional teacher's examination. Following a validation study, the NTE tests administered by the Education Testing Service were selected by the Board of Education and minimum passing scores established. The Beginning Teacher Internship Program is designed to provide assistance to new teachers. Its primary goal is to help new teachers experience a successful first year in the classroom. All applicants for initial certification must also complete the internship. Teachers trained in another state, who apply for Kentucky certification, must also complete the internship, if they have less than two years of full-time teaching experience.	Series contains: Intern eligibility letter; letter to the intern; confirmation of assignment as resource teacher; letter to the principal (from Teacher Certification); confirmation of employment for the internship; copy of resource teacher application; letter to intern (stating pass/fail of internship); final report of intern; summative instruments (tests, resource teacher evaluations); checklist for fourth committee meeting; resource teacher payment list	Agency: 2  Transfer to the State Records Center	Records Center: 3	Archives Center:
03266	Florida Performance Measurement System (C) KRS 61.878 (1) (g) Change Date: 6/1/1988 (V)	This series documents the test scores of a resource teacher (pass/fail) who has taken the training program. The resource teacher supervises interns/teachers. The test is given four times per year. The tests are returned to Florida to be graded. Test results are sent back to Kentucky to Data Processing by tape and run off on the printout for Teacher Certification. (Data Processing returns the tape to Florida for storage.) The test results are matched by teacher/subject/school with an available opening. Plans are in progress for Kentucky to develop its own testing system. The arrangement with Florida at this time is under contract. These test scores are valid for five years, without retesting to meet qualifications.	Series contains: School district, name of teacher, social security number, pass/fail score, school district code number, subject area, date of test, where test was taken (university code number)	Agency: 1  Transfer to the State Records Center	Records Center: 4	Archives Center:

# STATE AGENCY RECORDS RETENTION SCHEDULE

Governor's Office  
Education Professional Standards Board

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
03267	Certification File - (Electronic) (Y) KRS 61.878 (1) (g) Change Date: 6/1/1988 (V)	This series documents in an electronic medium the key elements of the Teacher Certification Folder (02500). It is the certification listing of active and inactive teachers, their social security number, date of certification, National Teachers Exam Scores, and Position School Disposition. Also, it includes the name of the college attended, type of certificate, rank, sex, specialization. The information is input as necessary and reflects the status of teachers, and will produce their teacher's certificate. The information will substantiate any certification information that might be necessary to know of a teacher, justifying the destruction of the Teacher Certification Folder (02500). Approximately once per year, the names of deceased teachers are purged from this tape. The hardware used is Honeywell. The software used is COBOL. The information input in Teacher Education and Certification is put on floppy disks and transmitted to the Governor's Office for Technology for back up and storage. The updateable microfiche is done by Data Control and is maintained in Teacher Education and Certification.	Series contains: School district, name of teacher, social security number, pass/fail score, school district code number, subject area, date of test, where test was taken (university code number)	Agency: 1	Records Center:	Archives Center:  Update as changes occur. Daily backup procedures will apply. Delete inactive files once per year
04753	Teacher Education Portfolio File - (Student Teachers) - (Used to measure progress towards meeting the Kentucky New Teacher Standards) Closed Date: 12/31/1994 Change Date: 3/12/1998	Closed Series: This series was created by student teachers attending Kentucky colleges and universities and was used to measure their progress towards meeting the Kentucky New Teacher Standards as developed under the terms of KRS 161.020, by the Kentucky Education Professional Standards Board. The portfolios were needed as part of the collection of assessments for student teacher certification. As funding for the project was not forthcoming from the Legislature, the project was discontinued by the Board as a requirement. Kentucky's higher education system, however, continued with the program and will use the portfolios as an assessment tool for teacher education preparation. The Board has issued guidelines for colleges and universities to use as their programs are implemented.	Series contains: Student teacher responses to five portfolio questions that were designed to measure teacher preparedness. The questions cover areas such as English, Math, Science, etc.	Agency: 2	Records Center: 3	Archives Center:  Transfer to the State Records Center
04998	Teacher Portfolio File - (Continuing Education) (C) KRS 61.878 (1) (a) (g) Change Date: 12/14/2000	This series documents the submission of portfolios created by experienced teachers who desire a rank change. KRS 161.095 requires the Board, with the advice of the Kentucky Board of Education, to promulgate administrative regulations to establish procedures for a teacher to maintain his certificate by successfully completing meaningful continuing education. The Board also develops standards for continuing education related to maintaining a certificate, including university courses, an advanced degree, or a combination of university courses, field-based experience, individual research, and approved professional development. The portfolios cover many subject areas, from primary school to high school levels. *Annual accumulation is dependent upon submission periods. The next submission period begins April 2001.	Series contains: Portfolios, score information, summary notes	Agency: 1	Records Center: 4	Archives Center:  Transfer to the State Records Center

Governor's Office  
Education Professional Standards Board

Page 4 of 4